Examination using Skype - Quick Installation and User Guide

- Install Skype on the computer that you will use during the exam. Click on the link below and follow the directions from the webpage.
  http://www.skype.com\products\skype\windows\downloading.html

  If you use a computer from the It-department, you have to be logged on as an administrator in order to be able to download and install Skype.

  If you use Skype at ASB, please notice that Skype will be stopped by the firewall. However, Skype will find a way through the firewall eventually, if you just leave it logging on for a while. If this does not work, you can set up the computer to use gate 80, which is an open gate in the firewall at ASB.

  Follow the instructions below to set up gate 80:
  Tools → options → connection → use port 80 for incoming connections

- Log into Skype with ASB's username and password:
  Username: asb1eksamen
  Password: eksamen1asb

- Plug a microphone and speakers into the computer. Please, turn the speakers away from the microphone to avoid creating an echo for the receiver.

  If the microphone and the speakers do not work, please check if you have plugged them in correctly. The microphone should go in the green plug and the speakers in the red plug. If they still do not work, you can check the volume settings by following the instructions below:
  Start → Programs → Accessories → entertainment → Volume Control

- Plug in a webcam. Please be aware that some webcams require further installation before use. In that case, follow the instructions which are included with the webcam. If you are

using a computer, which belongs to ASB ICT you have to be logged on to the computer as an administrator, in order to be able to install the webcam.

- When the webcam is installed go to Skype and follow the instructions below:
  Tools → Options → Video (BETA) and then click on "*test webcam"*. In here you can also adjust the quality of the picture.
  When you are done testing the webcam, close the window because you cannot send out a video with the window open.

- Adding a user to Skype. Click on *kontaktpersoner → tilføj en kontaktperson* and then type in the Skype username of the person, you want to add.

- Starting a conversation. When the icon next to a user changes from grey to green the user is online and connected to Skype. Select the user and click on the green phone to start the conversation.

Please notice that Skype is a non-encrypted connection and therefore, it is possible to tap it.

If you have any problems, feel free to contact the ServiceDesk at 505@asb.dk